

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A NOTICE
[REDACTED]

SUBJECT: Processing Rotations for CIA Career Service Program

25X1A REFERENCE: CIA Notice [REDACTED]

1. Attached hereto are instructions for processing rotations by Sponsoring and Receiving Offices in conformance with the Career Service Program.
2. Procedures for processing rotations within the Personnel Office will be established by internal publication.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

WALTER REID WOLF
Deputy Director
(Administration)

ROTATION

Instructions for Processing Rotations
by Loan and Exchange

1. Rotation by Loan

a. Initiation of Request for Personnel Action Against Rotation

Loan Slots

- (1) The Sponsoring Office will initiate the Request for Personnel Action against a Rotation Loan Slot of that Office. The signature of the Assistant Director of the Sponsoring Office, as approving officer, will represent the approval of the Office Career Service Board. Rotation loan slots will be used when rotation by exchange is not practical.
- (2) The Request for Personnel Action will be prepared in a manner similar to a personnel action request for reassignment. The Nature of the Action will be Reassignment (Rotation Loan). The Assistant Director of the Sponsoring Office will forward the personnel action request to the appropriate Personnel Division Chief.
- (3) Before the individual leaves his position to report to his rotation assignment the Office Board will advise him that he will be restored to the position he left or to a position of similar seniority, status and pay or to a more responsible position providing that he is then qualified to perform the duties involved. If he is not so qualified, he will be

placed in that position which is the nearest approximation to his former position consistent with the circumstances in his case.

b. Completion of Rotation

The Sponsoring Office will prepare the regular personnel action indicating the completion of the rotation. The Nature of Action will be Reassignment (Completion of Rotation Loan).

2. Rotation by Exchange

a. Procedure for Initiation of Exchange

- (1) In rotation by exchange the Office Boards will negotiate the "swapping" of the two persons involved. This rotation will not require a formal personnel action as it will be arranged and administered by the Office Boards concerned. However, the Sponsoring Office of each individual rotated by exchange will prepare for inclusion in the official personnel file a memorandum stating the details of the exchange rotation. This memorandum should include a brief description of the type of training planned, the expected duration of the rotation, and any other information which should become a matter of record concerning the rotation in the individual's personnel file.
- (2) This memorandum will be directed to the appropriate Personnel Division Chief and will be signed by the Assistant Director of the Sponsoring Office to indicate approval of the Office Career Service Board.

b. Completion of Rotation

Upon the completion of rotation by exchange the two offices concerned will coordinate this determination and will submit to the Chief of the appropriate Personnel Division a memorandum indicating completion of the rotation.

3. Operational Control of Individuals Rotated by Loan and Exchange

a. An individual with a rotation assignment will remain on the rolls of the Sponsoring Office and under its administrative control for promotion and transfer purposes. The Sponsoring Office will pay the individual from home office funds at his home office grade.

b. The individual will be under the operational control and supervision of the Receiving Office Board for the duration of his tour of duty with that Office, during which period Personnel Evaluation Reports will be prepared by the Receiving Office and forwarded to the Sponsoring Office. The Receiving Office will assign each appointee to a logical unit in its organizational structure and at the outset will outline to the individual the duties and responsibilities of his new assignment.

4. Security concurrence will be obtained for an inter-office or extra-CIA assignment rotation prior to the physical movement of the individual concerned.

PERSONNEL DIRECTOR MEMORANDUM NO. __52

SUBJECT: Rotation for CIA Career Service Program

25X1A

REFERENCE: CIA Notice [REDACTED] CIA Career Service Program (dated 19 June 1952)

1. The two basic types of rotation to be used in the CIA Career Service Program are rotation by loan and rotation by exchange:
 - a. The Loan procedure authorizes an Office Career Service Board to recommend the temporary assignment of an individual to another Office without receiving anyone in return or to recommend his assignment to outside activities for the purpose of broadening his knowledge of his field. Rotation loan slots will be used only to effect rotation assignment when "exchange" rotation is not practical.
 - b. The Exchange procedure authorizes Office Career Service Boards to negotiate the "swapping" of two persons when it has been judged that rotation is the best method of broadening their experience. The two positions affected must be of corresponding responsibility but the respective grades of the positions or incumbents need not be identical.

2. Rotation by Loan

a. Rotation slots

- (1) Rotation slots, allotted by quota outline in Schedule B of

25X1A

CIA Notice [REDACTED] will be available to Office Boards. Fifty slots are available for allotment by the CIA Career Service Board.

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- (2) These slots will be "open" to accommodate any grade and are over and above the normal T/O of the Offices. Since only personnel on "loan" rotation assignment will be carried against these slots, authorized T/O positions will not be encumbered.

b. Initiation of Request for Personnel Action Against Rotation Loan Slots

- (1) The Sponsoring Office will initiate the Request for Personnel Action against a Rotation Loan Slot of that Office. The signature of the Assistant Director of the Sponsoring Office, as approving officer, will represent the approval of the Office Career Service Board.
- (2) The Request for Personnel Action will be prepared in a manner similar to a personnel action request for reassignment. The Nature of the Action will be Reassignment (Rotation Loan). The Assistant Director of the Sponsoring Office will present the personnel action request to the appropriate Personnel Division Chief. The Chief of the appropriate Personnel Division will forward the request to the Placement Officer servicing the Sponsoring Office. The request will be forwarded to the Transactions and Records Branch by the Placement Officer.
- (3) Before leaving his position to report to his rotation assignment the Office Board will advise the individual that he will be restored to the position he left or to a position of similar seniority, status and pay or to a more responsible position providing that he is then qualified to perform the duties involved. If he is not so qualified, he will be placed in

that position which is the nearest approximation to his former position consistent with the circumstances in his case.

c. Processing of Request for Personnel Action Against Rotation Loan Slots

(1) Placement Branch

(a) The Placement Officer will insure that the personnel action reaches the appropriate Transaction and Records Branch.

(b) He will reactivate or obtain a recruitment request from the Sponsoring Office if the position is to be filled which was vacated by the individual being placed in a Rotation Loan Slot.

(2) Transactions and Records Branch

(a) The Branch concerned will process the Request for Personnel Action similar to an internal reassignment personnel action.

(b) The Personnel Action will be executed to effect the "loan" rotation assignment. Reassignment (Rotation Loan) will be stated as the Nature of Action and the Receiving Office and Division or extra-CIA assignment will be designated in the Remarks section. The title and number of the position held by the individual at the time of rotation will be inscribed on the personnel action.

(c) The Branch will show in the position control that the

individual has vacated his former position and is being temporarily assigned to one of the Rotation Loan Slots of the Sponsoring Office. Complete identifying information on the position to which the individual is being reassigned will be posted to the individual's Service Record Card.

- (d) The Service Record Card of each individual on rotation loan will be maintained in a separate Position Inventory file. A 5X8 colored card showing that the individual concerned is on a rotation loan slot will be inserted in the place formerly occupied by the individual's Service Record Card.
 - (e) The Branch will take necessary security measures to insure that unauthorized information is not given out regarding the rotation loan assignment.
- (3) Where a transfer of funds is necessary for security reasons in the Rotation Assignment, the details of the personnel action will be worked out on an individual basis. These cases will develop when an individual will occupy a Rotation Slot of an overt Sponsoring Office but must be transferred to unvouchered funds for administrative and pay purposes due to the security elements of his rotation loan assignment.

d. Completion of Rotation

The Sponsoring Office will prepare the regular personnel action indicating the completion of the rotation. The Nature of Action

will be Reassignment (Completion of Rotation Loan).

3. Rotation by Exchange

a. Procedure for Initiation of Exchange

- (1) In rotation by exchange the Office Boards will negotiate the "swapping" of the two persons involved. This rotation will not require a formal personnel action as it will be arranged and administered by the Office Boards concerned. However, the Sponsoring Office of each individual rotated by exchange will prepare for inclusion in the official personnel file a memorandum stating the details of the exchange rotation. This memorandum should include a brief description of the type of training planned, the expected duration of the rotation, and any other information which should become a matter of record concerning the rotation in the individual's personnel file.
- (2) This memorandum will be directed to the appropriate Personnel Division Chief and will be signed by the Assistant Director of the Sponsoring Office to indicate approval of the Office Career Service Board. The Chief of the appropriate Personnel Division will forward this memorandum to the appropriate Transactions and Records Branch through the Placement Officer servicing the Sponsoring Office.

b. Position Control Record of Exchanges

The Transactions and Records Branch will maintain the Service Record Card of each individual rotated by exchange in a separate Position Inventory File and will place a 5X8 colored card in the

appropriate place in the general file to indicate that the individual has been rotated.

c. Completion of Rotation

Upon the completion of rotation by exchange the two offices concerned will coordinate this determination and will submit to the Chief of the appropriate Personnel Division a memorandum indicating completion of the rotation. The Chief of the appropriate Personnel Division will forward this memorandum to the Transaction and Records Branch through the Placement Branch.

4. Operational Control of Individuals Rotated by Loan and Exchange

a. An individual with a rotation assignment will remain on the rolls of the Sponsoring Office and under its administrative control for promotion and transfer purposes. The Sponsoring Office will pay the individual from home office funds at his home office grade.

b. The individual will be under the operational control and supervision of the Receiving Office Board for the duration of his tour of duty with that Office, during which period Personnel Evaluation Reports will be prepared by the Receiving Office and forwarded to the Sponsoring Office. The Receiving Office will assign each appointee to a logical unit in its organizational structure and at the outset will outline to the individual the duties and responsibilities of his new assignment.

5. Security Concurrence.

Security concurrence will be obtained for an inter-office or extra-CIA assignment rotation prior to the physical movement of the individual concerned.